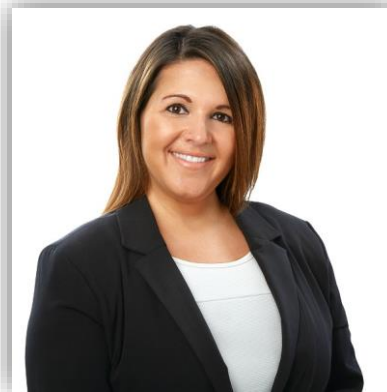


5 Ways to Streamline HR Tasks and Cut Overhead Expense with Low-Cost Web Apps

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What We Will Cover

- Why “HR” matters for small businesses
- How to prevent HR tasks from consuming time and profits
- 5 ways to streamline HR processes with web apps
- How to choose the right web apps for your business with confidence



The Case for “Better HR”

- Recruiting new employees
 - Competing with larger companies
 - Positive first impression
- Retaining valuable employees
 - Meeting basic expectations
 - Ensuring positive online reviews
- Compliance
 - Federal, state and local laws

HR Apps: An Affordable Alternative to HRIS

- HRIS = Human Resource Information System
 - Support extensive HR needs & processes
 - Overly complex & expensive for smaller businesses

Good News...



HR Apps: An Affordable Alternative to HRIS

- Countless HR web apps available “in the cloud”
- How do you select the right one(s) for your business?



1: Use Narrowly Focused Apps to Solve Individual Pain Points

- “My employee records are a mess”
- “I’m not sure which employees can be paid a salary”
- “Steve always disputes his overtime calculations”
- “Scheduling shifts takes up too much time each week”
- “Keeping track of employee absences is making me crazy”
- “I’m not sure which labor law posters I need”
- “Employees keep asking me about our company ‘rules’”
- *Others?*

1: Use Narrowly Focused Apps to Solve Individual Pain Points

Examples of task-specific apps:

- Employee Records
- FLSA Classification
- 1099 Filing
- Time Clock
- Shift Scheduling
- Attendance/
Time Off Tracking
- Labor Law Poster Service
- Company Policy/
Handbook Wizards

2: Choose Apps that Work Well Together

- Minimize overlapping functionality
- Look at degree of interaction & data sharing (“integration”)
- ‘5 Degrees of Integration’

1st Degree of Integration: None

- Data is maintained separately (duplicated)
- Edits must be made manually in multiple apps
- **Cons:**
 - Extra work to maintain same data
 - Data can easily get 'out of sync'

2nd Degree of Integration: Import/Export

- Data is still maintained separately
- Data can be extracted & uploaded across apps
- **Cons:**
 - Manual process to copy data across apps
 - Must export/import often to keep data in sync

3rd Degree of Integration: API Integration

- API = Application Program Interface
- Data is still maintained separately/duplicated
- Data can be synchronized directly between apps (no manual export/import)
- **Cons:**
 - May still require manual process (but simpler)
 - Data can still get out of sync temporarily

4th Degree of Integration: Shared Database

- Best-case scenario for data management
- Single source of data used across apps
 - No synchronization required
 - Updates made in one app automatically apply to other apps
- Typically includes “single sign-on”
 - Shared login for all apps

5th Degree of Integration: Shared Interface

- All apps accessible through one interface or ‘dashboard’
- Common functions across apps work the same way
- Mimics a ‘fancy HRIS system’
- The “Holy Grail” for efficiency

3: Look for Built-In Compliance

- Compliance should be ‘baked in’
- Look for:
 - Deep HR expertise
 - Preferably in-house legal staff
 - Fed, state and local compliance monitoring

4: Leverage Employee Self-Service

Employee Self-Service (ESS):

A feature offered by some apps that allows employees to log in and view/update certain personal information and/or complete certain tasks on their own.



4: Leverage Employee Self-Service

Typical self-service activities:

- Update address or phone number
- View pay stubs online
- View time off available
- Request time off
- View work schedule/shift assignments
- Choose benefits



4: Leverage Employee Self-Service

- Increasingly a feature in HR apps for small businesses
- The ‘Big Win’: shifts administrative work to employees!
- A ‘place’ to communicate with all employees

5: Choose Vendors with Care

- Look for:
 - Stability (longevity, solid business model)
 - Multi-level security (encryption, HIPAA compliance)
 - Simplicity/ease of use
 - Accessible customer service
 - HR & compliance expertise

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